

# PHILLY THRIVE

*Right to Breathe Campaign*

## Action Circle Roles

Action Circles can organize themselves in whatever way works for them. The following is an idea for clear roles that cover all baseline necessary tasks within a circle.

<b>Role</b>	<b>Responsibilities</b>	<b>Practices</b>
Coordinator	Convenes their action circle for meetings. Keeps track of tasks people in the circle have committed to, and makes sure those tasks are being carried out to meet the circle's goals.	<ul style="list-style-type: none"><li>- Finds date, time, and location for meetings that works for everyone</li><li>- Follows up with circle members about tasks</li></ul>
Facilitator	Gathers ideas from the circle for meeting agendas. Plans meeting agendas so that necessary conversations are happening to move the circle to action and build deep relationships. Through listening and asking questions, they support the circle to make decisions.	<ul style="list-style-type: none"><li>- Plan meeting agendas</li><li>- Facilitate meetings</li><li>- Makes sure the circle is moving towards action, having fun, and supporting one another</li></ul>
Logistics	Responsible for coordinating logistical needs of the circle, including meeting space, materials for actions, funds, and transportation/food.	<ul style="list-style-type: none"><li>- Thinking about all logistical pieces for any given circle event</li><li>- Delegating tasks to other circle members and following up to make sure tasks are getting done</li></ul>
Messenger	Active on the Thrive Facebook group, looking for chances to collaborate with other circles and posting updates from their circle. Makes sure the circle sends a rep to Assemblies + other gatherings.	<ul style="list-style-type: none"><li>- Checks on and posts in FB group</li><li>- Posts on social media when circle takes action</li><li>- Writes up reflections from circle actions to post on FB group</li></ul>